



UNIVERSITY OF MADRAS

சென்னைப் பல்கலைக்கழகம்

[Established under the Act of Incorporation XXVII of 1857-

Madras University Act 1923

Centenary Building Chepauk Chennai -600 005

CIRCULAR

The Syndicate at its meeting held on 14-02-2023 has considered and interalia adopted the content in the Sl.No.11 of the G.O.Ms.No.178, Finance (Budget General – I) Department dated: 20-06-2023 with regard to the restoration of Leave Travel Concession to the Government Employees which was stopped during Covid-19 Pandemic based on the G.O.Ms.No.249, Finance (Budget General-I) Department dated: 21-05-2020.

In this regard, it is informed that the Leave Travel Concession for the previous block year of 2017-2020 has ceased on 31-12-2020 and that the 2021-2024 block year officially begins w.e.f. 01-01-2021. However, due to introduction of certain measures by the Government of Tamil Nadu to curtail the expenditure which prevailed in the University of Madras during Covid-19 Pandemic the Budget of LTC for the year 2020-2021, 2021-2022 and 2022-2023 has not been allocated, as a result sanctioning of the LTC to the employees has been stopped.

Now, in view of the issuance of G.O.Ms.No.178, Finance (Budget General-I) Department dated: 20-06-2022, the Syndicate of the University of Madras has allocated the Budget for LTC for the financial year 2023-2024 and hence the provision of availing LTC is restored and now implemented to the employees of the University of Madras both teaching and administrative cadres.

In this context, it is further informed that the Leave Travel Concession for the block year 2021-2024 shall be availed by the employees of the University of Madras by submitting necessary application form which is appended in this circular.

V.ghumala
24/03/23
REGISTRAR

F.1 (C)/Estt/ 122 /Dated: 24 MAR 2023

Copy to:

1. The Controller of Examination/c, University of Madras
2. The Director, Institute of Distance Education
3. The Dean/ Directors of the University [all Campus]
4. The Heads of Departments of the University [all Campus]
5. The Director, Chepauk/Guindy/RIASM/ORI/Taramani, /Chepet Campus
6. All Officers of the University/ Section officers of the University
7. The Librarian i/c of the University [All Campus]
8. The Executive Engineer, Works Department, University of Madras on deputation
9. The Finance Officer, University of Madras on deputation
10. The Secretary to the Vice-Chancellor/The Senior P.A. to the Registrar
11. The sergeants of all campuses
12. Stock File



UNIVERSITY OF MADRAS

Application for Leave Travel Concession for the block year 2021 - 2024

Registration Form

SL. No:

1. Name of the Employee :
2. Employee Number :
3. Designation :
4. Section/Department :
5. Mobile Number :
6. Level of Pay /Basic pay :
7. State permanent or temporary :
8. Date of retirement :
9. Current Residential Address :

10. E-mail ID :

11. List of family members availing the concession, relationship with the University servant age and specify whether the person is dependent/ unmarried as detailed below:

Sl. No	Name	Relationship	Age as on date	State dependent or unmarried as the case may be
1.				
2.				
3.				
4.				
5.				
6.				
7.				

I hereby certify that my wife/husband is employed/not employed and the concession has not been availed by him/her separately for herself/himself or under any of their family members for the block year 2021- 2024 and the certificate will be produced at the time of travel from the competitive authority with seal.

Place :

Date :

Signature of the Staff

Affix Recent
Passport Size
Photograph
of the
Employee